

Minutes

Jefferson County Commission

Thursday, November 29, 2018

A meeting of the Jefferson County Commission was held on Thursday, November 29, 2018 during the fourth quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, November 29, 2018 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the November 1, 2018 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the November 13, 2018 General Election Canvass Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for November 15, 2018 in the amount of \$78,082.63 to include Purchase Order Nos. 52497, 52812, 52673. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the payroll for November 1, 2018 in the amount of \$259,992.24. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Poll Worker Payroll for November 8, 2018 in the amount of \$47,610.00. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the November 15, 2018 Payroll in the amount of \$275,621.69. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|--------------|--------------|
| 080884 | 712 | AT&T/GA | | \$ - | \$ 150.31 | \$ 150.31 |
| 080885 | ELEC | ASBURY UNITED METHODIST | | \$ - | \$ 200.00 | \$ 200.00 |
| 080886 | 403 | CASTO & HARRIS INC | | \$ - | \$ 179.35 | \$ 179.35 |
| 080887 | ELEC | CITIZENS VOLUNTR FIRE CO | | \$ - | \$ 150.00 | \$ 150.00 |
| 080888 | 428 | CREATIVE FORMS & CONCEPT | | \$ - | \$ 513.86 | \$ 513.86 |
| 080889 | 425 | DODSON'S SEPTIC | | \$ - | \$ 285.00 | \$ 285.00 |
| 080890 | P/R DED | PAMELA DUDASH | | \$ - | \$ 2,250.00 | \$ 2,250.00 |
| 080891 | P/R DED | CHRISTOPHER ENGLE | | \$ - | \$ 158.83 | \$ 158.83 |
| 080892 | GRANT | JEFFERSON DAY REPORT CNT | | \$ - | \$ 15,016.85 | \$ 15,016.85 |
| 080892 | GRANT | JEFFERSON DAY REPORT CNT | | \$ - | \$ 1,094.50 | \$ 1,094.50 |
| 080893 | 404 | MONROE SYS FOR BUSINESS | | \$ - | \$ 98.12 | \$ 98.12 |
| 080894 | 406 | MILLER'S SUPPLIES AT WOR | | \$ - | \$ 81.96 | \$ 81.96 |
| 080895 | P/R DED | WILLIAM POLK | | \$ - | \$ 1,781.85 | \$ 1,781.85 |
| 080896 | P/R DED | RETIREE HLTH BENEFIT TRS | | \$ - | \$ 7,690.00 | \$ 7,690.00 |
| 080897 | 717 | RICE TIRES CO | | \$ - | \$ 365.72 | \$ 365.72 |
| 080898 | 428 | RNBS,INC-RUGGED NOTEBOOK | | \$ - | \$ 2,195.00 | \$ 2,195.00 |
| 080899 | 402 | XEROX CORPORATION | | \$ - | \$ 369.92 | \$ 369.92 |
| 080899 | 402 | XEROX CORPORATION | | \$ - | \$ 320.33 | \$ 320.33 |
| 080899 | 402 | XEROX CORPORATION | | \$ - | \$ 476.53 | \$ 476.53 |
| 080900 | ELEC | BETHEL METHODIST CHURCH | | \$ - | \$ 100.00 | \$ 100.00 |
| 080901 | ELEC | CAMP HILL WESLEY UNITED | | \$ - | \$ 150.00 | \$ 150.00 |
| 080902 | ELEC | CHARLES TOWN BAPTIST | | \$ - | \$ 100.00 | \$ 100.00 |
| 080903 | ELEC | COVENANT BAPTIST CHURCH | | \$ - | \$ 100.00 | \$ 100.00 |

| | | | | | | |
|--------------|------|--------------------------|--|------|---------------------|---------------------|
| 080904 | ELEC | FIRST BAPTIST CHURCH | | \$ - | \$ 100.00 | \$ 100.00 |
| 080905 | ELEC | LEETOWN METHODIST CHURCH | | \$ - | \$ 100.00 | \$ 100.00 |
| 080906 | ELEC | BLUE RIDGE MTN VOL FIRE | | \$ - | \$ 100.00 | \$ 100.00 |
| 080907 | ELEC | OAKLAND METHODIST CHURCH | | \$ - | \$ 100.00 | \$ 100.00 |
| 080908 | ELEC | JEFFERSON COUNTY COUNCIL | | \$ - | \$ 100.00 | \$ 100.00 |
| 080909 | ELEC | JEFFERSON ACADEMY | | \$ - | \$ 200.00 | \$ 200.00 |
| 080910 | ELEC | TRINITY EPISCOPAL CHURCH | | \$ - | \$ 100.00 | \$ 100.00 |
| 080911 | ELEC | FELLOWSHIP BIBLE CHURCH | | \$ - | \$ 200.00 | \$ 200.00 |
| 080912 | ELEC | SUMMIT PT BAPTIST CHURCH | | \$ - | \$ 100.00 | \$ 100.00 |
| | | | | | | |
| | | | | | | |
| TOTAL | | | | | \$ 34,928.13 | \$ 34,928.13 |

Motion by Ms. Tabb to approve the Accounts Payable for November 8, 2018 in the amount of \$34,928.13. Motion seconded and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|-------------|--------------|
| 080916 | P/R DED | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 080917 | P/R DED | BUREAU OF CHILD SUPPORT | | \$ - | \$ 119.54 | \$ 119.54 |
| 080918 | P/R DED | CONSOLIDATED PUBLIC | | \$ - | \$ 500.00 | \$ 500.00 |
| 080919 | P/R DED | CONSOLIDATED PUBLIC | | \$ - | \$ 567.59 | \$ 567.59 |
| 080920 | P/R DED | CONSOLIDATED PUBLIC | | \$ - | \$ 536.98 | \$ 536.98 |
| 080921 | P/R DED | CONSOLIDATED PUBLIC | | \$ - | \$ 793.38 | \$ 793.38 |
| 080922 | 700 | RONALD DANTZTIC | | \$ - | \$ 15.69 | \$ 15.69 |
| 080923 | 424 | J.C.EHRLICH | | \$ - | \$ 33.00 | \$ 33.00 |
| 080923 | 425 | J.C.EHRLICH | | \$ - | \$ 660.00 | \$ 660.00 |
| 080924 | 401 | FRANKLIN & PROKOPIK CORP | | \$ - | \$ 375.00 | \$ 375.00 |
| 080924 | 401 | FRANKLIN & PROKOPIK CORP | | \$ - | \$ 703.50 | \$ 703.50 |
| 080924 | 401 | FRANKLIN & PROKOPIK CORP | | \$ - | \$ 8,890.50 | \$ 8,890.50 |
| 080924 | 401 | FRANKLIN & PROKOPIK CORP | | \$ - | \$ 58.50 | \$ 58.50 |
| 080924 | 401 | FRANKLIN & PROKOPIK CORP | | \$ - | \$ 660.00 | \$ 660.00 |
| 080924 | 401 | FRANKLIN & PROKOPIK CORP | | \$ - | \$ 943.50 | \$ 943.50 |
| 080924 | 401 | FRANKLIN & PROKOPIK CORP | | \$ - | \$ 8,284.50 | \$ 8,284.50 |
| 080925 | 405 | MARY K. HURLEY | | \$ - | \$ 103.95 | \$ 103.95 |
| 080926 | 717 | INTERSTATE ALL BATTERY | | \$ - | \$ 99.95 | \$ 99.95 |
| 080927 | 424 | THE JOURNAL | | \$ - | \$ 208.00 | \$ 208.00 |
| 080928 | P/R DED | JEFFERSON SECURITY BANK | | \$ - | \$ 4,925.00 | \$ 4,925.00 |

| | | | | | | |
|--------|---------|--------------------------|-------|--------------|--------------|--------------|
| 080929 | 405 | GREG JONES | | \$ - | \$ 151.00 | \$ 151.00 |
| 080930 | 405 | JUDICIAL DIALOG SYSTEMS | | \$ - | \$ 238.31 | \$ 238.31 |
| 080931 | P/R DED | GLEN KILMER | | \$ - | \$ 1,257.65 | \$ 1,257.65 |
| 080932 | P/R DED | VICTOR C LUPIS III | | \$ - | \$ 297.92 | \$ 297.92 |
| 080933 | 712 | MOTOROLA SOLUTIONS, INC | 52560 | \$ 35,522.05 | \$ - | \$ 35,522.05 |
| 080934 | P/R DED | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 543.86 | \$ 543.86 |
| 080935 | P/R DED | NATIONWIDE RETIREMENT | | \$ - | \$ 849.00 | \$ 849.00 |
| 080936 | P/R DED | LAURA POPE | | \$ - | \$ 298.57 | \$ 298.57 |
| 080937 | 700 | TERRY PALMER | | \$ - | \$ 11.13 | \$ 11.13 |
| 080938 | 700 | WILLIAM POTTER | | \$ - | \$ 12.90 | \$ 12.90 |
| 080939 | 402 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 27.00 | \$ 27.00 |
| 080939 | 404 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 772.00 | \$ 772.00 |
| 080939 | 406 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 71.00 | \$ 71.00 |
| 080939 | 428 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 217.00 | \$ 217.00 |
| 080940 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 49,046.08 | \$ 49,046.08 |
| 080940 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 11,470.40 | \$ 11,470.40 |
| 080940 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 32.14 | \$ 32.14 |
| 080940 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 7.52 | \$ 7.52 |
| 080940 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 36,910.03 | \$ 36,910.03 |
| 080940 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 18.57 | \$ 18.57 |
| 080941 | P/R DED | WV DEPUTY SHRF RETIREMEN | | \$ - | \$ 6,918.45 | \$ 6,918.45 |
| 080941 | P/R DED | WV DEPUTY SHRF RETIREMEN | | \$ - | \$ 9,767.23 | \$ 9,767.23 |
| 080942 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 114.00 | \$ 114.00 |
| 080943 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 2,280.00 | \$ 2,280.00 |
| 080943 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 520.00 | \$ 520.00 |
| 080947 | 401 | ADOBE | | \$ - | \$ 16.04 | \$ 16.04 |
| 080947 | 401 | GOF GOVERNMENT FINANCE | | \$ - | \$ 595.00 | \$ 595.00 |
| 080947 | 401 | NEOPOST | | \$ - | \$ 40.00 | \$ 40.00 |
| 080947 | 401 | SPIRIT OF JEFFERSON | | \$ - | \$ 30.50 | \$ 30.50 |
| 080947 | 401 | SPRINT | | \$ - | \$ 56.03 | \$ 56.03 |
| 080947 | 402 | SHOPLET | | \$ - | \$ 101.53 | \$ 101.53 |
| 080947 | 402 | SPIRIT OF JEFFERSON | | \$ - | \$ 36.94 | \$ 36.94 |
| 080947 | 403 | SHOPLET | | \$ - | \$ 342.48 | \$ 342.48 |
| 080947 | 403 | THE BLENNER HASSETT HOTE | | \$ - | \$ 384.82 | \$ 384.82 |
| 080947 | 404 | SPIRIT OF JEFFERSON | | \$ - | \$ 287.24 | \$ 287.24 |
| 080947 | 404 | SPIRIT OF JEFFERSON | | \$ - | \$ 61.62 | \$ 61.62 |
| 080947 | 405 | AMERICAN AIR | | \$ - | \$ 433.60 | \$ 433.60 |
| 080947 | 405 | BEST BUY | | \$ - | \$ 1,499.99 | \$ 1,499.99 |

| | | | | | | |
|--------|-----|--------------------------|--|------|--------------|--------------|
| 080947 | 405 | MILLERS OFFICE PRODUCTS | | \$ - | \$ 41.46 | \$ 41.46 |
| 080947 | 405 | SPRINT | | \$ - | \$ 112.06 | \$ 112.06 |
| 080947 | 405 | WAL-MART | | \$ - | \$ 13.63 | \$ 13.63 |
| 080947 | 406 | THE OBSERVER | | \$ - | \$ 95.00 | \$ 95.00 |
| 080947 | 412 | COMCAST | | \$ - | \$ 105.75 | \$ 105.75 |
| 080947 | 412 | STAPLES | | \$ - | \$ 165.88 | \$ 165.88 |
| 080947 | 413 | PANHANDLE PRINTING AND D | | \$ - | \$ 776.11 | \$ 776.11 |
| 080947 | 413 | THE HOME DEPOT | | \$ - | \$ 89.70 | \$ 89.70 |
| 080947 | 413 | WAL-MART | | \$ - | \$ 234.00 | \$ 234.00 |
| 080947 | 415 | FRONTIER | | \$ - | \$ 86.22 | \$ 86.22 |
| 080947 | 415 | SPRINT | | \$ - | \$ 112.05 | \$ 112.05 |
| 080947 | 424 | AMAZON | | \$ - | \$ 34.88 | \$ 34.88 |
| 080947 | 424 | CHARLES TOWN UTILITIES | | \$ - | \$ 87.66 | \$ 87.66 |
| 080947 | 424 | FRONTIER | | \$ - | \$ 10,045.75 | \$ 10,045.75 |
| 080947 | 424 | POTOMAC EDISON | | \$ - | \$ 2,851.08 | \$ 2,851.08 |
| 080947 | 424 | SPRINT | | \$ - | \$ 56.03 | \$ 56.03 |
| 080947 | 424 | SUPER SHOES STORE | | \$ - | \$ 69.99 | \$ 69.99 |
| 080947 | 424 | THE HOME DEPOT | | \$ - | \$ 82.31 | \$ 82.31 |
| 080947 | 424 | WAL-MART | | \$ - | \$ 43.87 | \$ 43.87 |
| 080947 | 424 | 4 IMPRINT | | \$ - | \$ 2,097.91 | \$ 2,097.91 |
| 080947 | 425 | AMAZON | | \$ - | \$ 97.68 | \$ 97.68 |
| 080947 | 425 | CHARLES TOWN UTILITIES | | \$ - | \$ 1,324.03 | \$ 1,324.03 |
| 080947 | 425 | COMCAST | | \$ - | \$ 1,093.19 | \$ 1,093.19 |
| 080947 | 425 | CRYSTAL SPRINGS | | \$ - | \$ 709.06 | \$ 709.06 |
| 080947 | 425 | GOODMAN AIR CNDTN/HTNG | | \$ - | \$ 2,026.62 | \$ 2,026.62 |
| 080947 | 425 | GRAINGER | | \$ - | \$ 87.12 | \$ 87.12 |
| 080947 | 425 | GRAINGER | | \$ - | \$ 81.84 | \$ 81.84 |
| 080947 | 425 | JEFFERSON COUNTY P.S.D | | \$ - | \$ 905.21 | \$ 905.21 |
| 080947 | 425 | JEFFERSON UTILITIES, INC | | \$ - | \$ 952.15 | \$ 952.15 |
| 080947 | 425 | MILLERS OFFICE PRODUCTS | | \$ - | \$ 1,030.45 | \$ 1,030.45 |
| 080947 | 425 | POTOMAC EDISON | | \$ - | \$ 24,753.31 | \$ 24,753.31 |
| 080947 | 425 | RCS/ALARM FUNDING ASSOC | | \$ - | \$ 212.50 | \$ 212.50 |
| 080947 | 425 | RCS/ALARM FUNDING ASSOC | | \$ - | \$ 564.00 | \$ 564.00 |
| 080947 | 425 | ROACH ENERGY | | \$ - | \$ 663.87 | \$ 663.87 |
| 080947 | 425 | ROACH ENERGY | | \$ - | \$ 3,081.35 | \$ 3,081.35 |
| 080947 | 425 | SHERWIN WILLIAMS | | \$ - | \$ 12.08 | \$ 12.08 |
| 080947 | 425 | THE HOME DEPOT | | \$ - | \$ 92.83 | \$ 92.83 |
| 080947 | 425 | THE HOME DEPOT | | \$ - | \$ 228.39 | \$ 228.39 |

| | | | | | | |
|--------|-----|--------------------------|--|------|-------------|-------------|
| 080947 | 425 | THE HOME DEPOT | | \$ - | \$ 89.40 | \$ 89.40 |
| 080947 | 425 | THE HOME DEPOT | | \$ - | \$ 13.38 | \$ 13.38 |
| 080947 | 425 | THOS SOMERVILLE | | \$ - | \$ 1,275.11 | \$ 1,275.11 |
| 080947 | 425 | WAL-MART | | \$ - | \$ 52.74 | \$ 52.74 |
| 080947 | 425 | WEISS BROS OF HAGERSTOWN | | \$ - | \$ 2,786.02 | \$ 2,786.02 |
| 080947 | 425 | WM WASTE MGNT | | \$ - | \$ 745.61 | \$ 745.61 |
| 080947 | 425 | 84 LUMBER | | \$ - | \$ 290.87 | \$ 290.87 |
| 080947 | 428 | ADVANTAGE TECH | | \$ - | \$ 4,200.00 | \$ 4,200.00 |
| 080947 | 428 | AMAZON | | \$ - | \$ 13.99 | \$ 13.99 |
| 080947 | 428 | AMAZON | | \$ - | \$ 69.95 | \$ 69.95 |
| 080947 | 428 | AMAZON | | \$ - | \$ 34.99 | \$ 34.99 |
| 080947 | 428 | AMAZON | | \$ - | \$ 289.90 | \$ 289.90 |
| 080947 | 428 | AMAZON | | \$ - | \$ 19.80 | \$ 19.80 |
| 080947 | 428 | AMAZON | | \$ - | \$ 91.15 | \$ 91.15 |
| 080947 | 428 | AMAZON | | \$ - | \$ 15.96 | \$ 15.96 |
| 080947 | 428 | AMAZON | | \$ - | \$ 29.91 | \$ 29.91 |
| 080947 | 428 | AMAZON | | \$ - | \$ 125.81 | \$ 125.81 |
| 080947 | 428 | AMAZON | | \$ - | \$ 29.99 | \$ 29.99 |
| 080947 | 428 | AMAZON | | \$ - | \$ 1,007.23 | \$ 1,007.23 |
| 080947 | 428 | CRUCIAL | | \$ - | \$ 210.98 | \$ 210.98 |
| 080947 | 428 | DELL | | \$ - | \$ 80.99 | \$ 80.99 |
| 080947 | 428 | DELL | | \$ - | \$ 1,289.53 | \$ 1,289.53 |
| 080947 | 428 | DELL | | \$ - | \$ 2,734.59 | \$ 2,734.59 |
| 080947 | 428 | JOOMLA LMS | | \$ - | \$ 799.00 | \$ 799.00 |
| 080947 | 428 | OFFICE DEPOT | | \$ - | \$ 90.40 | \$ 90.40 |
| 080947 | 428 | OFFICE DEPOT | | \$ - | \$ 318.06 | \$ 318.06 |
| 080947 | 428 | OFFICE DEPOT | | \$ - | \$ 146.00 | \$ 146.00 |
| 080947 | 428 | PCM TIGER DIRECT | | \$ - | \$ 388.04 | \$ 388.04 |
| 080947 | 428 | PCM TIGER DIRECT | | \$ - | \$ 139.45 | \$ 139.45 |
| 080947 | 428 | PCM TIGER DIRECT | | \$ - | \$ 4,509.48 | \$ 4,509.48 |
| 080947 | 428 | QUALITY UPTIME SERVICES | | \$ - | \$ 2,935.80 | \$ 2,935.80 |
| 080947 | 428 | SIMPLY NAS | | \$ - | \$ 2,858.50 | \$ 2,858.50 |
| 080947 | 428 | SMART HORIZONS | | \$ - | \$ 145.00 | \$ 145.00 |
| 080947 | 428 | SPRINT | | \$ - | \$ 157.86 | \$ 157.86 |
| 080947 | 428 | TEXTEDLY COM | | \$ - | \$ 20.00 | \$ 20.00 |
| 080947 | 440 | LYLE SIGNS | | \$ - | \$ 466.09 | \$ 466.09 |
| 080947 | 440 | SPIRIT OF JEFFERSON | | \$ - | \$ 312.86 | \$ 312.86 |
| 080947 | 440 | SPRINT | | \$ - | \$ 168.09 | \$ 168.09 |

| | | | | | | |
|--------|-----|--------------------------|--|------|--------------|--------------|
| 080947 | 440 | VISTA PRINT | | \$ - | \$ 95.78 | \$ 95.78 |
| 080947 | 700 | AMAZON | | \$ - | \$ 115.80 | \$ 115.80 |
| 080947 | 700 | AMAZON | | \$ - | \$ 216.19 | \$ 216.19 |
| 080947 | 700 | AMAZON | | \$ - | \$ 183.31 | \$ 183.31 |
| 080947 | 700 | GALLS | | \$ - | \$ 407.00 | \$ 407.00 |
| 080947 | 700 | GOWERS FEED INC | | \$ - | \$ 73.98 | \$ 73.98 |
| 080947 | 700 | GS IMAGES | | \$ - | \$ 725.00 | \$ 725.00 |
| 080947 | 700 | IRON HORSE TAVERN | | \$ - | \$ 27.13 | \$ 27.13 |
| 080947 | 700 | MARSHALL HALL F FAME CAF | | \$ - | \$ 30.43 | \$ 30.43 |
| 080947 | 700 | MCDONALDS | | \$ - | \$ 9.29 | \$ 9.29 |
| 080947 | 700 | ROCIC | | \$ - | \$ 300.00 | \$ 300.00 |
| 080947 | 700 | SHEETZ | | \$ - | \$ 10.68 | \$ 10.68 |
| 080947 | 700 | SIRCHIE FINGER PRINT LAB | | \$ - | \$ 75.72 | \$ 75.72 |
| 080947 | 700 | SLEEP INN | | \$ - | \$ 89.00 | \$ 89.00 |
| 080947 | 700 | SMART SIGN | | \$ - | \$ 12.92 | \$ 12.92 |
| 080947 | 700 | SPRINT | | \$ - | \$ 1,570.89 | \$ 1,570.89 |
| 080947 | 700 | THE BLENNER HASSETT HOTE | | \$ - | \$ 231.08 | \$ 231.08 |
| 080947 | 700 | THE GUN SHOP | | \$ - | \$ 2,419.89 | \$ 2,419.89 |
| 080947 | 700 | THE GUN SHOP | | \$ - | \$ 3,686.75 | \$ 3,686.75 |
| 080947 | 700 | TINT WIZARD | | \$ - | \$ 325.00 | \$ 325.00 |
| 080947 | 700 | TRAPUZZANOS UNIFORMS | | \$ - | \$ 937.56 | \$ 937.56 |
| 080947 | 700 | USPS US POSTAL SERVICE | | \$ - | \$ 15.00 | \$ 15.00 |
| 080947 | 700 | ZEBRA TECH INTL | | \$ - | \$ 233.20 | \$ 233.20 |
| 080947 | 701 | TRAPUZZANOS UNIFORMS | | \$ - | \$ 11,398.24 | \$ 11,398.24 |
| 080947 | 711 | DOMINOS PIZZA | | \$ - | \$ 64.17 | \$ 64.17 |
| 080947 | 711 | SPRINT | | \$ - | \$ 190.99 | \$ 190.99 |
| 080947 | 711 | WAL-MART | | \$ - | \$ 54.18 | \$ 54.18 |
| 080947 | 712 | EMBASSY SUITES | | \$ - | \$ 137.00 | \$ 137.00 |
| 080947 | 712 | FRONTIER | | \$ - | \$ 4,917.85 | \$ 4,917.85 |
| 080947 | 712 | SPRINT | | \$ - | \$ 890.66 | \$ 890.66 |
| 080947 | 712 | WAL-MART | | \$ - | \$ 39.43 | \$ 39.43 |
| 080947 | 716 | AKC REUNITE | | \$ - | \$ 330.00 | \$ 330.00 |
| 080947 | 716 | ARIAT INTERNATIONAL | | \$ - | \$ 99.95 | \$ 99.95 |
| 080947 | 716 | GALLS | | \$ - | \$ 220.00 | \$ 220.00 |
| 080947 | 716 | GS IMAGES | | \$ - | \$ 740.00 | \$ 740.00 |
| 080947 | 716 | SPRINT | | \$ - | \$ 56.03 | \$ 56.03 |
| 080947 | 716 | USPS US POSTAL SERVICE | | \$ - | \$ 74.10 | \$ 74.10 |
| 080947 | 716 | VALLEY PET MEMORIAL SERV | | \$ - | \$ 401.00 | \$ 401.00 |

| | | | | | | |
|--------|---------|--------------------------|--|------|--------------|--------------|
| 080947 | 716 | WV BOARD OF VETERINARY M | | \$ - | \$ 50.00 | \$ 50.00 |
| 080947 | 716 | WV BOARD OF VETERINARY M | | \$ - | \$ 50.00 | \$ 50.00 |
| 080947 | 716 | WV BOARD OF VETERINARY M | | \$ - | \$ 50.00 | \$ 50.00 |
| 080947 | 717 | FISHER AUTO PARTS | | \$ - | \$ 983.90 | \$ 983.90 |
| 080947 | 717 | HAGERSTOWN FORD | | \$ - | \$ 87.58 | \$ 87.58 |
| 080947 | 717 | KNIGHT AUTO GLASS | | \$ - | \$ 300.00 | \$ 300.00 |
| 080947 | 717 | NAPA AUTO PARTS | | \$ - | \$ 442.37 | \$ 442.37 |
| 080947 | 717 | SUNOCO | | \$ - | \$ 39.75 | \$ 39.75 |
| 080947 | 717 | SUNOCO | | \$ - | \$ 30.00 | \$ 30.00 |
| 080948 | 405 | WV PROS ATTORNEYS INST | | \$ - | \$ 215.00 | \$ 215.00 |
| 080949 | P/R DED | WV PUB EMP RETIRE SYS | | \$ - | \$ 10,559.76 | \$ 10,559.76 |
| 080949 | P/R DED | WV PUB EMP RETIRE SYS | | \$ - | \$ 23,466.08 | \$ 23,466.08 |
| 080949 | P/R DED | WV PUB EMP RETIRE SYS | | \$ - | \$ 3,726.17 | \$ 3,726.17 |
| 080949 | P/R DED | WV PUB EMP RETIRE SYS | | \$ - | \$ 6,210.35 | \$ 6,210.35 |
| 080949 | P/R DED | WV PUB EMP RETIRE SYS | | \$ - | \$ 12.59 | \$ 12.59 |
| 080949 | P/R DED | WV PUB EMP RETIRE SYS | | \$ - | \$ 27.99 | \$ 27.99 |
| 080950 | 413 | LOCKE WYSONG | | \$ - | \$ 21.80 | \$ 21.80 |
| 080951 | 700 | WV STATE POLICE | | \$ - | \$ 24.00 | \$ 24.00 |
| 080952 | 401 | XEROX CORPORATION | | \$ - | \$ 186.32 | \$ 186.32 |
| 080952 | 402 | XEROX CORPORATION | | \$ - | \$ 106.53 | \$ 106.53 |
| 080952 | 403 | XEROX CORPORATION | | \$ - | \$ 227.22 | \$ 227.22 |
| 080952 | 404 | XEROX CORPORATION | | \$ - | \$ 71.10 | \$ 71.10 |
| 080952 | 405 | XEROX CORPORATION | | \$ - | \$ 410.00 | \$ 410.00 |
| 080952 | 406 | XEROX CORPORATION | | \$ - | \$ 71.10 | \$ 71.10 |
| 080952 | 425 | XEROX CORPORATION | | \$ - | \$ 106.53 | \$ 106.53 |
| 080952 | 440 | XEROX CORPORATION | | \$ - | \$ 203.87 | \$ 203.87 |
| 080952 | 440 | XEROX CORPORATION | | \$ - | \$ 126.42 | \$ 126.42 |
| 080952 | 440 | XEROX CORPORATION | | \$ - | \$ 487.17 | \$ 487.17 |
| 080952 | 700 | XEROX CORPORATION | | \$ - | \$ 337.22 | \$ 337.22 |
| 080952 | 712 | XEROX CORPORATION | | \$ - | \$ 367.62 | \$ 367.62 |
| 080952 | 716 | XEROX CORPORATION | | \$ - | \$ 120.57 | \$ 120.57 |
| 080953 | 413 | JEAN L ROBERTS | | \$ - | \$ 8.72 | \$ 8.72 |
| 080954 | 413 | TARA M.MORGAN | | \$ - | \$ 11.99 | \$ 11.99 |
| 080955 | 413 | JAMES EDDY | | \$ - | \$ 17.44 | \$ 17.44 |
| 080956 | 413 | DOROTHY DYKE | | \$ - | \$ 6.54 | \$ 6.54 |
| 080957 | 413 | NORA DRISH | | \$ - | \$ 24.53 | \$ 24.53 |
| 080958 | 413 | CHERYL HUFF | | \$ - | \$ 13.63 | \$ 13.63 |
| 080959 | 413 | MARY R. RING | | \$ - | \$ 27.25 | \$ 27.25 |

| | | | | | | |
|--------|---------|--------------------------|--|------|--------------|--------------|
| 080988 | 425 | BOLAND TRANE SERVICES IN | | \$ - | \$ 125.00 | \$ 125.00 |
| 080988 | 425 | BOLAND TRANE SERVICES IN | | \$ - | \$ 136.00 | \$ 136.00 |
| 080989 | P/R DED | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 080990 | P/R DED | BUREAU OF CHILD SUPPORT | | \$ - | \$ 119.54 | \$ 119.54 |
| 080991 | 425 | CONTROL SYSTEMS | | \$ - | \$ 2,366.57 | \$ 2,366.57 |
| 080992 | P/R DED | COLONIAL LIFE | | \$ - | \$ 244.80 | \$ 244.80 |
| 080993 | P/R DED | CONSOLIDATED PUBLIC | | \$ - | \$ 500.00 | \$ 500.00 |
| 080994 | P/R DED | CONSOLIDATED PUBLIC | | \$ - | \$ 1,299.00 | \$ 1,299.00 |
| 080995 | 413 | ESS ELECTION SYSTEMS & | | \$ - | \$ 2,614.00 | \$ 2,614.00 |
| 080996 | 700 | FEDEX | | \$ - | \$ 16.92 | \$ 16.92 |
| 080997 | ALLOC | FRIENDSHIP FIRE COMPANY | | \$ - | \$ 95,000.00 | \$ 95,000.00 |
| 080998 | 700 | MARIA FLORES | | \$ - | \$ 9.93 | \$ 9.93 |
| 080999 | 415 | GENERAL COUNTY FUND-J FE | | \$ - | \$ 26,217.20 | \$ 26,217.20 |
| 081000 | 715 | GLOBAL SCIENCE & TECH | | \$ - | \$ 1,800.00 | \$ 1,800.00 |
| 081001 | 717 | GUTTMAN OIL CO | | \$ - | \$ 3,522.12 | \$ 3,522.12 |
| 081001 | 717 | GUTTMAN OIL CO | | \$ - | \$ 3,610.70 | \$ 3,610.70 |
| 081001 | 717 | GUTTMAN OIL CO | | \$ - | \$ 2,796.53 | \$ 2,796.53 |
| 081001 | 717 | GUTTMAN OIL CO | | \$ - | \$ 2,108.70 | \$ 2,108.70 |
| 081002 | 403 | JEFFERSON CENTER | | \$ - | \$ 100.00 | \$ 100.00 |
| 081003 | ALLOC | JEFFERSON COUNTY HISTORI | | \$ - | \$ 2,214.29 | \$ 2,214.29 |
| 081004 | 712 | DR. ROBERT E. JONES III | | \$ - | \$ 1,000.00 | \$ 1,000.00 |
| 081005 | P/R DED | JEFFERSON SECURITY BANK | | \$ - | \$ 4,925.00 | \$ 4,925.00 |
| 081006 | 406 | J.D. POWER & ASSOC. | | \$ - | \$ 1,710.00 | \$ 1,710.00 |
| 081007 | P/R DED | GAIL MCMILLION | | \$ - | \$ 1,005.28 | \$ 1,005.28 |
| 081008 | P/R DED | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 543.86 | \$ 543.86 |
| 081009 | 401 | NAT'L ASSN OF COUNTIES | | \$ - | \$ 965.00 | \$ 965.00 |
| 081010 | P/R DED | NATIONWIDE RETIREMENT | | \$ - | \$ 849.00 | \$ 849.00 |
| 081011 | ALLOC | JEFF CO PARKS & | | \$ - | \$ 33,674.86 | \$ 33,674.86 |
| 081012 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 12.38 | \$ 12.38 |
| 081013 | 700 | ROBERT L. PETERSON SR | | \$ - | \$ 12.34 | \$ 12.34 |
| 081014 | 402 | RECORD MANAGEMENT SOLUTN | | \$ - | \$ 35.00 | \$ 35.00 |
| 081014 | 403 | RECORD MANAGEMENT SOLUTN | | \$ - | \$ 30.00 | \$ 30.00 |
| 081015 | 717 | RICE TIRES CO | | \$ - | \$ 127.18 | \$ 127.18 |
| 081016 | 425 | R.E. MICHEL CO. LLC | | \$ - | \$ 127.45 | \$ 127.45 |
| 081016 | 425 | R.E. MICHEL CO. LLC | | \$ - | \$ 244.82 | \$ 244.82 |
| 081016 | 425 | R.E. MICHEL CO. LLC | | \$ - | \$ 503.65 | \$ 503.65 |
| 081017 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 52,157.54 | \$ 52,157.54 |
| 081017 | P/R DED | SHERIFF OF JEFFERSON CO | | \$ - | \$ 12,198.34 | \$ 12,198.34 |

| | | | | | | | | |
|--------------|-----|---------------------------------|--|--|--|----|--------|-------------------|
| 1163 | IMP | SHERIFF JEFFERSON CO - FIRE/EMS | | | | \$ | 926.34 | |
| TOTAL | | | | | | | \$ | 124,621.85 |

Motion by Mr. Compton to approve the Manual Checks for November 9, 2018 in the amount of \$124, 621.85. Motion seconded and unanimously approved.

| CHCKNO | DEPT | VENDOR | CHECK AMOUNT |
|---------------|---------|-----------------------------|----------------------|
| 622 | 8/HD | CDA | \$ 744.00 |
| 307 | 57/FARM | JEFFERSON CO FARMLAND PROT. | \$ 87,034.70 |
| 1698 | 246/CO | GANTTS EXCAVATING | \$ 3,382.00 |
| 1699 | 246/CO | UNITED BANK | \$ 1,170.00 |
| 128 | 249/IMP | MINGHINIS | \$ 26,155.00 |
| TOTALS | | | \$ 118,485.70 |

Motion by Ms. Noland to approve the Manual Checks for November 16, 2018 in the amount of \$118,485.70. Motion seconded and unanimously approved.

| COAL SEVERANCE | | | |
|---------------------------|---------|-------------------------|--------------|
| OO2 | | | |
| Date | Check # | VENDOR | Amount |
| 11/30/2018 | 472 | EASTRIDGE HEALTH SYSTEM | \$ 1,850.00 |
| 11/30/2018 | 473 | ASHPAUGH & SCULCO | \$ 8,850.00 |
| ASSESSOR VALUATION | | | |
| O56 | | | |
| Date | Check # | VENDOR | Amount |
| 11/30/2018 | 711 | MONROE SYSTEMS | \$ 113.00 |
| SHERIFF C/O | | | |
| 246 | | | |
| Date | Check # | VENDOR | Amount |
| 11/30/2018 | 1700 | TYLER TEECH | \$ 3,825.00 |
| 11/30/2018 | 1701 | THOMASSEN FORD | \$ 22,613.68 |

| | | | | | | |
|-------|--|--|--|--|--|--------------|
| TOTAL | | | | | | \$ 37,251.68 |
|-------|--|--|--|--|--|--------------|

Motion by Mr. Compton to approve the Manual Checks for November 30, 2018 in the amount of \$37,251.68. Motion seconded and unanimously approved.

PUBLIC COMMENT

Tim Ross, resident – congratulated Commissioners Lornzetti and Tabb for winning the 2018 General Election.

Diane Blust, resident – congratulated Commissioners Lorenzetti and Tabb for winning the 2018 General Election and made comments regarding Rockwool and the Courthouse plaque.

Ruth Hatcher, resident – informed the Commission and the audience that November is Lung Cancer Awareness Month and also made comments regarding Rockwool.

Eleanor Finn, resident and member of the League of Women Voters – made comments regarding the JCDA Board vacancies.

Danny Lutz, resident – presented the audience and the Commission with multiple petitions.

David Tabb, resident – presented multiple complaints to the Commission.

Gina Biller, resident - congratulated Commissioners Lorenzetti and Tabb for winning the 2018 General Election and made comments regarding Rockwool and the Courthouse plaque.

Susan Pipes, resident - congratulated Commissioners Lorenzetti and Tabb for winning the 2018 General Election and made comments regarding Rockwool and the Courthouse plaque.

Sara Thomsen, resident – congratulated Commissioners Lorenzetti and Tabb for winning the 2018 General Election and made comments regarding Rockwool and the Courthouse plaque.

Barbara Stiefel, resident – spoke in opposition to Rockwool Ranson.

Ned Marshall, resident – congratulated Commissioners Lorenzetti and Tabb for winning the 2018 General Election and made comments regarding Rockwool and the Courthouse plaque.

PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of the following Exonerations:

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|------------------------|------|----------|----------|---------|
| John and Delta Kuhn | PP | HFD | 308149 | \$61.09 |

- **Motion by Ms. Tabb to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|----------------------|------|----------|----------|---------|
| Kimberly Stickman | PP | CTD | 304480 | \$32.89 |

- **Motion by Ms. Noland to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|----------------------------|------|----------|----------|----------|
| Dewey and Gretchen Wolf | PP | KTD | 311539 | \$263.16 |

- **Motion by Ms. Noland to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

2. Matt Harvey, Prosecuting Attorney – discussed staffing needs and potential hires within his office.

- **Motion by Ms. Noland to approve the hiring of Jamie Green, full time legal assistant at \$25,000 per year; Dianne Batt, part-time victim advocate at \$18.50 per hour at 20 hours per week; Adam Ward, assistant prosecuting attorney at \$80,000 per year; and Debra McLaughlin, assistant prosecuting attorney at \$90,000 per year. Motion seconded and unanimously approved.**

3. Martin Burke, Chair, Jefferson County Historic Landmarks Commission – requested \$3,000 to abate asbestos and remove debris from Duffields Depot.

- **Motion by Ms. Noland to grant \$3,000 to the Jefferson County Historic Landmarks Commission from the Coal Severance Fund asbestos abatement**

and debris removal from Duffields Depot. Motion seconded and unanimously approved.

4. Charles M. Baisden, WV State Commander, Military Order of the Purple Heart – requested the Commission approve the Proclamation to Declare Jefferson County as a Purple Heart County in the State of West Virginia.
 - **Motion by Ms. Tabb to approve the Proclamation to Declare Jefferson County as a Purple Heart County in the State of West Virginia. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office
 - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - a. Petition to Reopen the Estate of John T. DeLeonardo, II
 - **Motion by Ms. Noland to approve the Petition to Reopen the Estate of John T. DeLeonardo, II. Motion seconded and unanimously approved.**
 - b. Fiduciary Commissioner’s Findings and Recommendations upon the Petition for Will Probate in Solemn Form for the Estate of Geraldine W. Bolyard, deceased.
 - **Motion by Ms. Noland to accept the Fiduciary Commissioner’s findings and recommendations upon the Petition for Will Probate in Solemn Form for the Estate of Geraldine W. Bolyard, decease. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to recess as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Nic Diehl, Director, Jefferson County Development Authority – requested the approval of the Resolution of Participation and Cooperation for the Local Economic Development Grant Program
 - **Motion by Ms. Noland to approve the Resolution of Support for the JCDA’s application for the Local Economic Development (LED) grant of \$14,400 from the West Virginia Development Office. Motion seconded and unanimously approved.**

8. Daniel P. Lutz, Supervisor, Conservation District Supervisor

- a. National Environment Policy Act
- b. Relocation ECON Research Service and National Institute of Food and Agriculture

9. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD Assets

- **Motion by Mr. Compton to enter into Executive Session to discuss the PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD Assets. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

- Discussion of Jefferson County Civil Action #17-C-282

- Discussion of Renewal of County Cable Franchise Agreement and related issues

- Update on Jefferson County Circuit Court Civil Action #18-P-132

- Update on Jefferson County Circuit Court Civil Action #18-C-158

- Discussion of EEOC Charge #533-2018-01557

- Discussion of Jefferson County Circuit Court Civil Action#18-C-171

- Discussion of Jefferson County Circuit Court Civil Action#18-C-108

- Discussion of EEOC Charge #533-2017-00706

- **Motion by Mr. Compton to enter into Executive Session to discuss the matters listed above. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come of out Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Amend 2018 Holiday Schedule

- **Motion by Mr. Compton to amend the 2018 Holiday Schedule to allow for a half work day on Monday, December 31, 2018 for New Year's Eve in**

accordance with the State's Holiday Schedule. Motion seconded and unanimously approved.

11. Approval of the 2019 Holiday Schedule

- **Motion by Ms. Noland to approve the 2019 Jefferson County Holiday Schedule. Motion seconded and unanimously approved.**

12. JCDA Meetings – location & public accessibility and recording of meetings (JT)

13. Discussion of residential and commercial impact fees (JC)

14. Discussion of Board of Health, sanitarian, and septic approvals (JC) – Dr. David Didden spoke before the Commission regarding sanitarian issues and septic approvals and stated he would request an appointment on the December 20, 2018 Commission agenda to further discuss the Board's audit.

15. Discussion of Jefferson County Development Authority Board Member Resignations – it was the consensus of the Commission to postpone appointments to the JCDA Board and discuss the possibility of reducing the number of board members on the board since it's currently at capacity at 21 members.

16. Acknowledgement of Assessor's Additional Duties as delineated in WV Code 7-7-6a

- **Motion by Ms. Tabb to acknowledge the Assessor's Additional Duties as delineated in WV Code 7-7-6a to allow for additional compensation. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Jefferson County Property Safety Enforcement Agency – Fire Chief Position – it was the consensus of the Commission to re-advertise this position to the fire chiefs.
- Holiday Breakfast – Ms. Grove informed the Commission the holiday breakfast would take place at 7:00 am on Thursday, December 13 at the Maintenance meeting room on the Bardane Campus.
- County Commissioner Meet & Greet – it was the consensus of the Commission to wait until Mr. Lorenzetti was present to decide on a date and time for the next Commissioner's meet & greet.

- Legislative Summit – it was the consensus of the Commission to ask Ms. Grove to contact local legislators to see if they’d be available to meet on Thursday, January 3, 2019 to discuss their legislative priorities for the 2019 term.

-Temporary assignment to Boards and Commissions – Development Authority, Historic Landmarks Commission and Planning Commission – it was the consensus of the Commission to allow Mr. Lorenzetti to serve on the Development Authority, Historic Landmarks Commission, and the Planning Commission until 2019 when boards are reassigned for the New Year.
- Nomination for JCDA from the City of Charles Town – Ms. Grove stated she received a letter from the City of Charles Town asking the Commission to appoint Michael Tolbert as Charles Town’s representative to the Jefferson County Development Authority Board; however, Ms. Grove stated Mr. Hennessey had yet to resign from the position and the Code states that municipalities must select three nominees with the final decision to be made by the Commission. The Commission requested Ms. Grove write a letter of Charles Town explaining the proper procedure for board appointments
- IT Support Position – this item was postponed until the December 6, 2018 regularly scheduled County Commission meeting.

The Commission adjourned at 3:12 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant